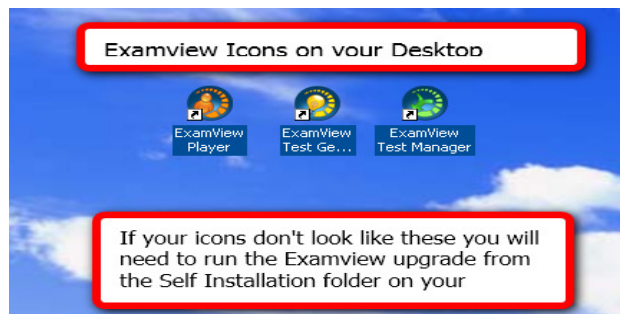


Exam View Instructions

Step 1 – Check Version



Step 2 – Creating Folders

- a. Under the Examview folder on
YOUR server (Forneyshares – your school – labhsares -- ~examview)
Create a folder - With your name (Lastname_firstinitial).
- b. Within that folder
Create a folder for your test for each subject that you teach.
For example –Spanish I tests. Spanish II tests

Step 3 – Setting Up your Classes

- a. Open Examview Test Manager (on desktop)
- b. Click on Start New Class
- c. Give the class a name
- d. Notice the required fields.

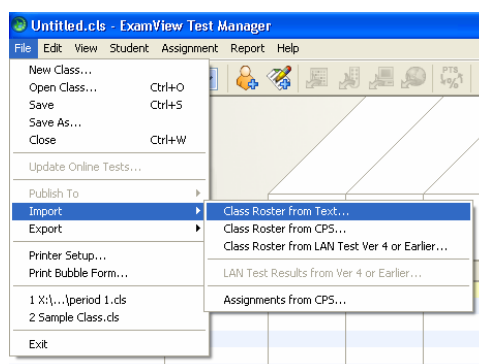
A screenshot of the "New Class" dialog box in Examview. The dialog has a blue title bar and a yellow background. It is divided into two sections: "Class Information" and "Instructor / School Information". In the "Class Information" section, the "Class name" field is filled with "Texas History" and is highlighted with a red box. Other fields like "Class ID", "Period", "Section", and "Password" are empty and marked as optional. In the "Instructor / School Information" section, the "Instructor name" field is filled with "Lisa Rogers" and is highlighted with a red box. The "School name" field is filled with "FISD" and is highlighted with a red box. The "City" field is filled with "Forney" and the "State/Region" field is filled with "TX", both highlighted with red boxes. At the bottom, there are "Help", "OK", and "Cancel" buttons.

Step 4 – Entering Students Manually

- Click Student – Add New Students
- Enter student's First Name, Last Name, Student ID.
Password - optional
- Click Next until all students have been entered.

Step 4 – Importing Students from a .csv document (Refer to TEAMS to Excel instructions)

- File – Import – Class Roster from Text.
- Select your .csv file
- Click Open

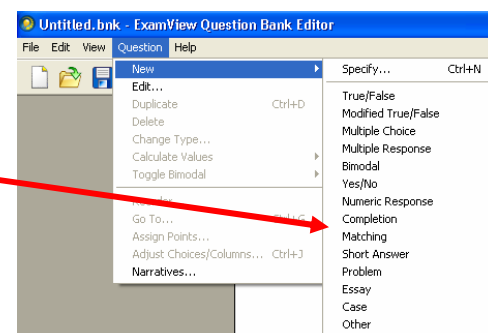


- Click on Start a new Import Definition Profile and then OK
- Start your Import on **row 1** (if your spreadsheet has a header you would select row 2) – click Next

- f. Drag and Drop your Source Text Fields (First Name, Last Name, ID #) from the right column to the left column ---- Next ----- Finish.
- g. A couple of Caution boxes could pop up
 - 1. Some records are missing required fields – OK to skip --- click Yes
 - 2. Save import definition file --- click No
- h. Your students should now be entered into ExamView Manager
- i. File – Save As – Name it by period (default is your examview folder on the hardrive 'C')**

Step 5 – Creating Question Banks (this step can be skipped if using an existing question bank)

- a. Open ExamView Test Generator
- b. Click Create a New Question Bank button
- c. Name the Question Bank
- d. Click Question ---- New
 - There are many different types of questions
- e. Enter questions and answers – you can change the number of answer choices, etc.
- f. When finished with question, click Record
- g. When finished entering all questions into the question bank
 - File – save as – Name it(this saves it to the 'C')



Step 6 – Creating a Test

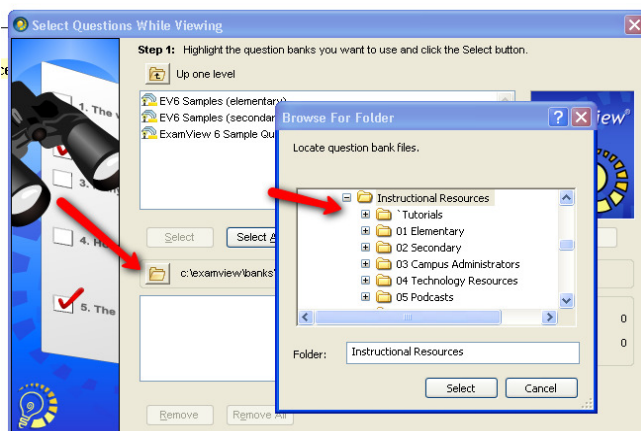
- a. Click ExamView Test Generator

There are 3 ways to create a test

- 1) To use questions from a question bank (either created by the book, yourself or the Instructional Facilitators)
 - b. Click Create a Test from scratch
 - c. Give the test a name
 - d. Click OK on the Info box

e. Select – While viewing (this will allow you to choose only the questions you want on the test)

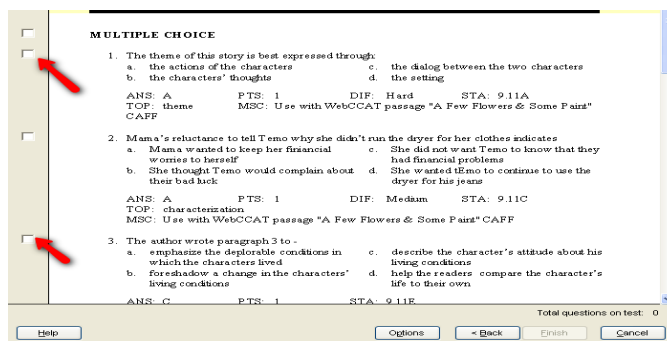
f. Navigate to folder where the question bank is stored either on your 'C' under examview – banks or in the Instructional Resources folder



g. Select the test from the upper box – Click Select

h. Click Next

i. Put check marks by the questions you want to include.



j. Click Finish

k. **File – Save (this saves it to the 'C')**

2) Create a test without using a question bank

a. Click Create a Test from scratch

b. Give the test a name

c. Click OK on the Info box

d. Click Question ---- New

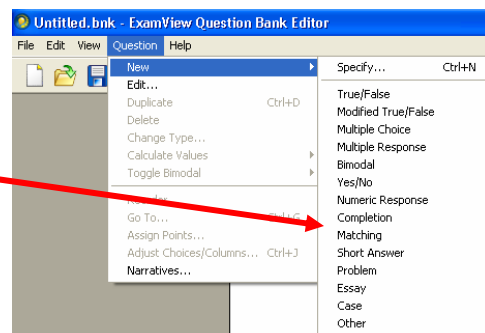
There are many different types of questions (refer to the Examview manual in

Forneyshares – Instructional Resources – ~Tutorial - Examview for specific Instructions about questions)

e. Enter questions and answers

(you are able to change the number of answer choices, etc.)

f. When finished with question, click Record



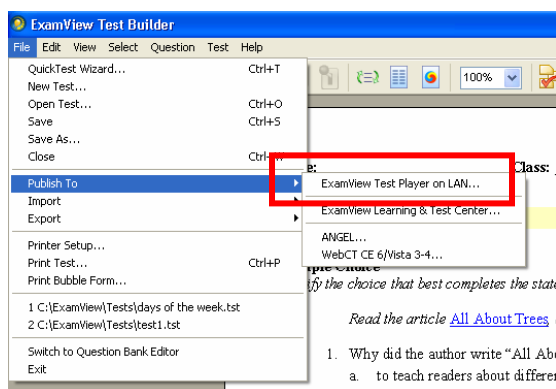
g. When finished adding questions

File – Save (this saves it to the 'C')

Notes: To add pictures, graphs, charts etc. Refer to the How to add Pictures tutorial in Forneyshares – Instructional Resources - ~Tutorial - Examview.

Step 7- Publish Test to LAN

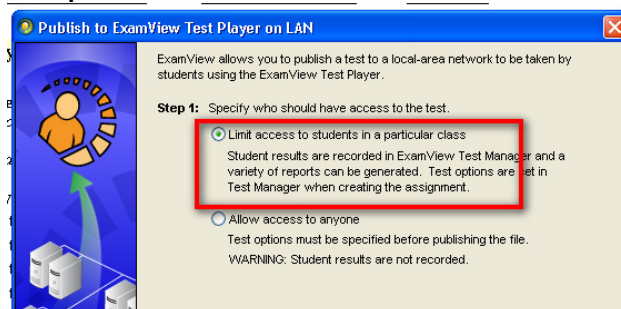
a. File – Publish To-- ExamView Test Player on LAN



b. **Very Important** to select the Limit Access option

c. Click Next – Save

d. **Navigate to your Tests folder in the ExamView folder on YOUR server (Forneyshares-your School-labshares-~examview- your Name – your tests folder)**



e. Click Save

f. The ExamView Test Manager should automatically launch

Step 8 - Assigning a Test to a class

a. Open the class to which the test will be assigned

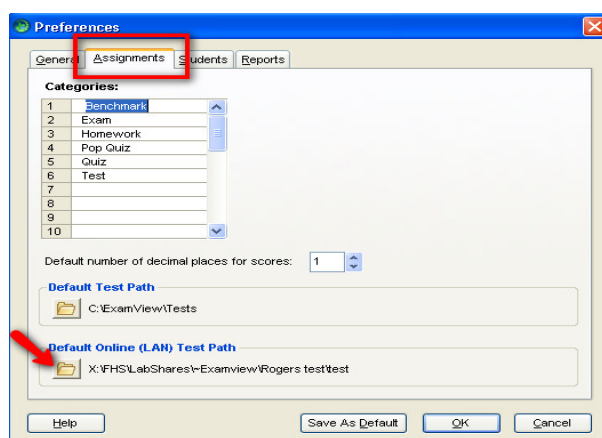
Do this step 1 time for EACH class

Click Edit – preferences

Click Assignments

Click the folder under the Default
Online (LAN) test path

***Navigate to your Tests folder
in the ExamView folder on
YOUR server (Forneyshares-your
School-labshares-~examview- your
Name – your tests folder)***



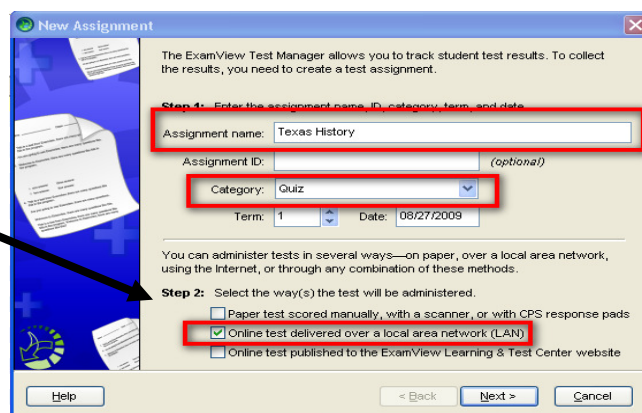
b. Click on Assignment – Create New Assignment

c. Name your Assignment

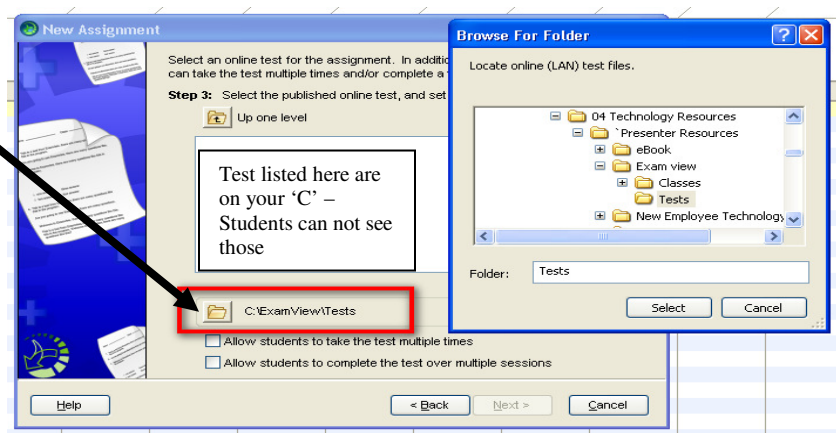
d. Pick a Category

e. **Chose the Online test delivered
over a LAN option**

f. Click Next



g. Click the Folder Icon – ***Navigate to your Tests folder in the ExamView
folder on YOUR server (Forneyshares-your School-labshares
~examview- your Name – your tests folder)***



h. Select the Test you want to assign – Click Next

i. The next few screens have options that you may pick to customize your assignment.

Password cannot be blank.

Suggestion: create a separate password for each class that you give to the class the day of the test

You can set a time but since it is on the hour only it may not be useful.

Select Student may review their test results after (date)

You want to set this to a date after all students have completed their test. If you set this date, when a student logs into the ExamView Player and selects the test, they are shown their results instead of being given the option to take the test again

You can set a time limit if necessary

Scramble the questions is recommended.

VERY IMPORTANT

Click Do Not allow students to check their responses. If you don't, they will be able to keep changing their answers until they get them right.

If you plan to give the same test to all of you classes, you may want to only show score and not the detailed report

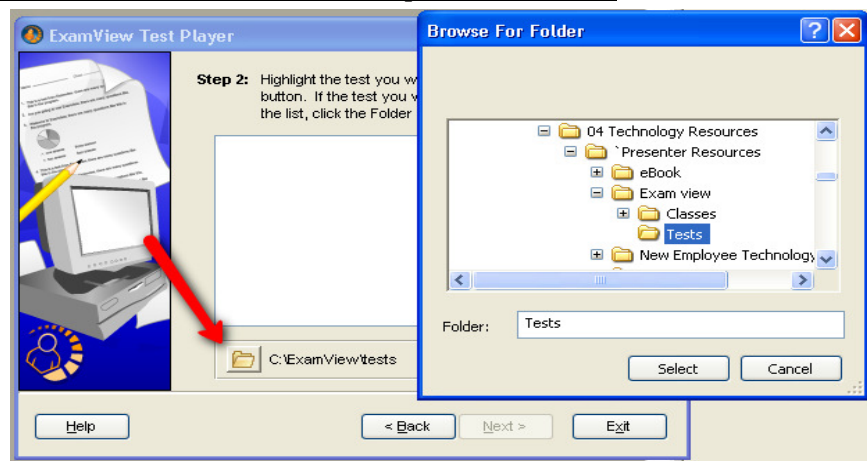
j. Click Next – Finish

k. File – Save – 'C'

NOTE: To assign it to another class, just copy and paste the assignment using the Edit tab. You will have to change the time settings for the test if you set them.

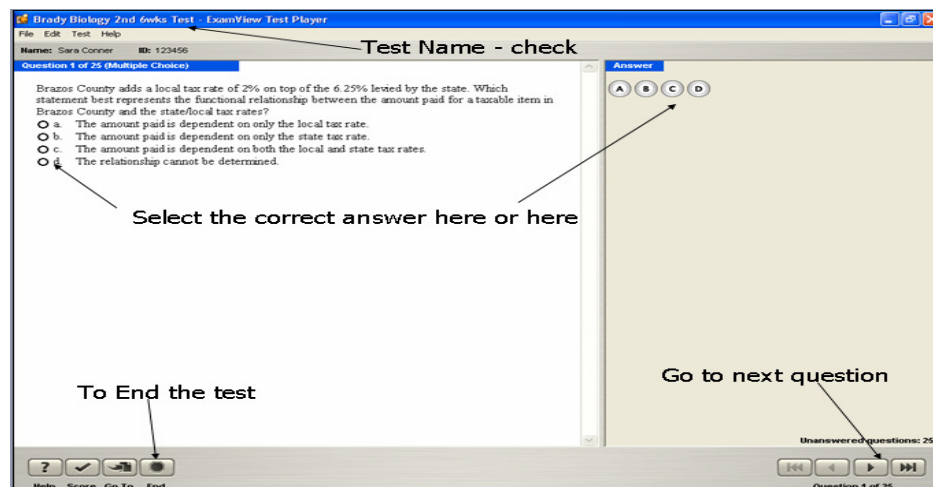
Step 9 – Student Access – 2 ways to access

- Open ExamView Player
- Enter their ID number (the name must be entered but it doesn't matter what it is)
- Click the Folder Icon – **navigate to your Subject Tests folder in your ExamView folder in Labshares on your server**



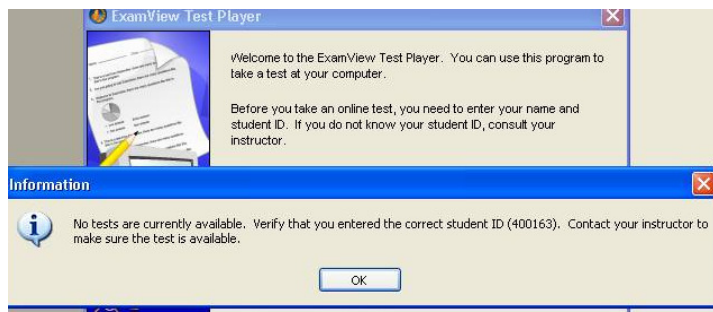
OR

- Open labshares – examview – teacher folder—test folder – open the test
- Enter their ID number (the name must be entered but it doesn't matter what it is)
- Step 2 – the correct test should show in the box- click Next
- Enter the password – click Next -- Start
This is what the student will see

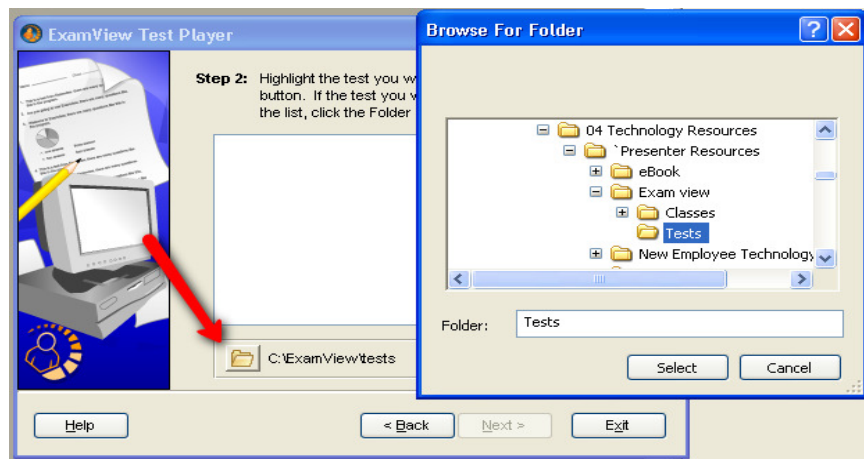


e. After the students have clicked End – a new window will open asking if they want to submit – click OK

If the student gets this error message: “No test are currently available”, have the student click OK –

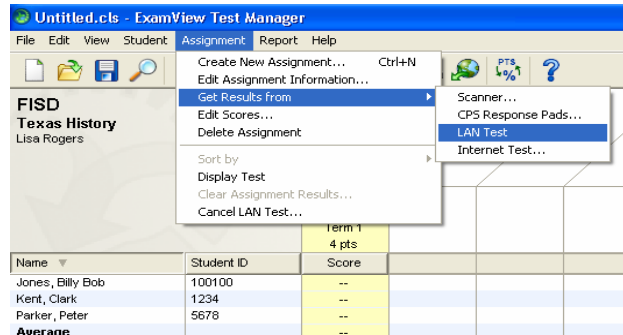


Click the Folder Icon – **navigate to your Subject Tests folder in your ExamView folder in Labshares on your server**



Step 10 – Viewing the Results

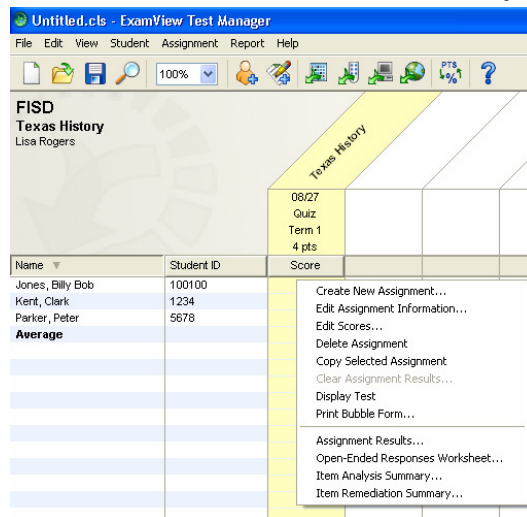
- Open ExamView Test Manager
- Open existing class
- Click Assignment – Get Results – From LAN test



- The number displayed is the number correct. It can be changed to a percent by clicking the pts button.



- Changes can be made to individual students by right clicking in their assignment box.



NOTE: If you included open-ended questions

- Right click on the assignment column – Select Open Ended Responses Worksheet so you can grade the responses
- After grading you can change the point value if desired

Step 11 – Printing the Results

- a. There are a number of reports that can be printed by clicking on Reports

